

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

November 7, 2007

5 Page Document

TITLE:	Deaf Services Program Manager
POSITION NO:	10171
LOCATION:	Disability Services Division, Great Falls
STATUS:	Full-Time/Permanent
UNION:	MEA-MFT
PAY PLAN/BAND:	Pay Plan 20/ Pay Band 6
STARTING SALARY:	\$34,388 - \$42,922. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 23, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Resume, transcripts, and current CRC certification (if applicable) are required at time of application. The successful candidate has mastery of English and American Sign Language.

TYPICAL DUTIES: This position is responsible for promoting public awareness and support of the Montana Vocational Rehabilitation program and represents the agency at various statewide meetings; coordinating with other agencies, families, advocates, and legal representatives to ensure effective services are available; providing technical assistance to public schools and the Montana University System to ensure effective transition services and access to post-secondary training opportunities; and providing case management guidance.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of counseling techniques, career development, human behavior, labor market information and employment trends; casework practices and principles; medical and psychological terminology; physical and psychological aspects of the disabled; employment limitations; community resources; social and economical problems; planning,

organization, and administrative techniques; federal and state laws governing rehabilitation; public relations; fiscal budgeting; and deaf community and culture including language.

Skills: Skill in organization and analysis; written and verbal communication; conflict resolution; negotiation; making public presentations; the use of personal computers including word and data processing programs and keyboarding to easily compose reports, professional correspondence, and proposals; and proficiency in communicating in English and American Sign Language. The level of skill in American Sign Language must be both receptive and expressive sufficient to provide rehabilitation services and counseling.

Abilities: Ability to initiate projects and work independently; plan, organize, and coordinate comprehensive statewide programs; develop and implement work plans; establish and maintain effective working relationships with employees, other agencies, and the public; facilitate groups; work under stressful and sometimes confrontational conditions using tact and professionalism; think creatively and bring innovative ideas to fruition; read, interpret, and apply laws, rules, and regulations; train and conduct workshops relating to deaf services; and meet deadlines through good time management.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in rehabilitation, human services, social work, psychology, counseling, or related field **AND** three years of experience in mental health organizations, disability student services, independent living, community rehabilitation, social worker, or related programs. Both volunteer and paid employment experiences will be considered. A Master's degree in rehabilitation counseling or qualified to sit for certification as a Rehabilitation Counselor through the Commission on Rehabilitation Counseling Certification (CRCC) is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school are due **at time of application**.

- (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements);
4. Copy of current CRC certification (if applicable) is due **at time of application;**
 5. Resume; and
 6. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Deaf Services Program Manager

Position: #10171

Location: Disability Services Division, Great Falls

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experiences working with people who are deaf or significantly hard of hearing in positions as an employee or intern in a state/federal vocational rehabilitation program, community rehabilitation program, and/or independent living center; as a rehabilitation counselor in the private sector; or other professional human services experience. Please be specific about dates and lengths of time with each experience, as well as tasks performed.
2. Please describe any experience you may have in working with human service agencies in program development or working as a liaison. Liaison work can be any regular interagency responsibility for regular communication and program maintenance.